

**Executive Order 09-04**  
**DeKalb County, Georgia's Policy**  
**For Lights Out/Power Down**

WHEREAS, DeKalb County desires to reduce the County's energy consumption; and

WHEREAS, DeKalb County desires to reduce energy use in its buildings for lighting and electronics when not in use.


NOW, THEREFORE, the Chief Executive Officer hereby establishes procedures that will govern DeKalb County employees' use of all nonemergency lighting and electronics in County facilities:

1. Employees are encouraged to turn lights off in all office and work areas when not in use and at the end of the work day, including nights, weekends and holidays.
2. Employees are encouraged to set computers to enter system standby or hibernate after 30 to 60 minutes of inactivity and set monitors to enter sleep mode after 5 to 20 minutes of inactivity.
3. Employees are encouraged to utilize natural light from windows for work areas located on perimeters of buildings with windows.
4. Employees are encouraged to power down electronic equipment at the end of the work day, including nights, weekends and holidays.
5. Employees are encouraged to unplug seldom-used equipment.
6. Employees are encouraged to use switch-controlled power strips for seldom-used electronic equipment.
7. Facilities Management will discontinue operation of all interior, decorative lighting and exterior lighting of buildings that is not needed for safety or security purposes.

NOW, THEREFORE, BE IT RESOLVED by the Chief Executive Officer that all DeKalb County employees adhere to the aforementioned policy as it relates to lights out/power down for County facilities.

This order is effective immediately.

So issued this 22 day of June, 2009.

  
**W. BURRELL ELLIS, JR.**  
Chief Executive Officer  
DeKalb County, Georgia